



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAWAN: NEW DELHI**

**F. No. GAC-12-4/2023-E&M**

**Dated: 10<sup>th</sup> October, 2023**

To,

The Directors/ Project Directors of all ICAR Institutes/ National Research Centres/  
Project Coordinator Units/ ATARIs/ Bureaux, etc.


Sub: Revised room rent and consolidated instructions in respect of various types of  
accommodation at ICAR Guest Houses – reg.

Sir/ Madam,

It has been decided with the approval of the Competent Authority to revise the room rent/  
charges in respect of various types of accommodation at ICAR Guest Houses across India  
(Annexure I).

The revised rates shall be applicable with effect from 15<sup>th</sup> October, 2023 uniformly. All  
payments w.e.f. the mentioned date shall have to be charged as per the revised rate only.

This supersedes all earlier orders issued in this regard.

  
(Sumit Kumar Jindal)  
Deputy Secretary (GAC)

Copv to:

1. All Officers/ sections of ICAR, Krishi Bhawan, KAB-I & II and NASC.
2. PSO to DG, ICAR/ Sr. PPS to Secy., ICAR/ PPS to FA, ICAR.
3. Media Unit for uploading on e-office and ICAR website.
4. Guard file/ Spare copies.

Annexure I**I. Room Rent Charges (per day in INR) for International Guest House, NASC Complex:**

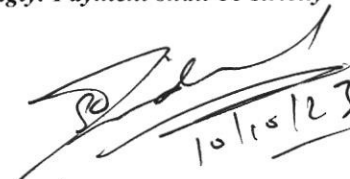
Sl. No.	Category	Single Bed Sharing Basis	Double Bed Room	Suite Room
1.	Serving and retired officers of NARS (ICAR/SAU) on private visit	1,000	1,500	2,500
2.	Serving and retired officers of NARS (ICAR/SAU) on official visit	1,500	2,500	4,000
3.	Serving Officers of Central/ State/ PSUs/ Autonomous organizations/ on official or private visit	2,000	3,000	4,500
4.	Private visitors i.e. other than ICAR, SAUS, Central or State Govt. etc.	2,500	3,500	5,000
5.	Foreign Visitors (SAARC Countries)	3,500	4,500	7,000
6.	Foreign Visitors (Other than SAARC Countries)	4,500	5,500	8,000

**II. Room Rent Charges (per day in INR) for ICAR Institutes' Guest Houses (Other than International Guest House, NASC):**

Sl. No.	Category	AC Room		Non - AC Room		Suite	
		X class cities	Other cities	X class cities	Other cities	X class cities	Other cities
1.	Serving & retired officers of NARS (ICAR/ SAU) on private visit	500	300	300	200	800	500
2.	Serving & retired officers of NARS (ICAR/ SAU) on official visit	750	450	450	300	1,500	1,000
3.	Serving officers of Central/ State/ Autonomous organizations/ PSUs on official or private visit	1,000	800	800	500	2,000	1,500
4.	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	1,500	1,000	1,000	750	2,500	2,000
5.	Foreign Visitors (SAARC Nation)	3,000	2,000	2,000	1,800	3,500	3,000
6.	Foreign Visitors (Other than (SAARC Nation)	4,000	3,000	3,000	2,500	4,500	4,000
7.	Dormitory (per bed of approx. 6 ft. X 3 ft. size)	150	100	100	75	-----	-----

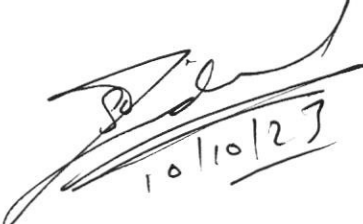
Note: (1) Classification of cities is as per HRA rules.

(2) Room rent (except dormitory) mentioned above are per bed (double bed of approx. 6 ft. X 6 ft. size) per day charges. In case of single bed, it will be halved and dealt accordingly. Payment shall be strictly charged on bed basis only and not person basis.

  
10/15/23

**TERMS & CONDITIONS FOR BOOKING OF ACCOMODATION AT THE  
INTERNATIONAL GUEST HOUSE, NASC COMPLEX, NEW DELHI:**

1. Submission of a copy of a valid identity card is a must for all the guests seeking accommodation in the guest house, to ascertain their identity.
2. Check out time is 24 hours.
3. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
4. Booking for guests will be done/ approved by the E&M Section. In case of bulk booking, including foreign guests, approval of Deputy Secretary (GAC), ICAR will be required.
5. Allotment can be cancelled/shifted in case it is required for VIP use /exigency.
6. The room rent charges shall be applicable as per the status of the guest staying in the Guest House and not as per the status of the officer who has booked the accommodation e.g. if any ICAR/DARE employee is booking an accommodation for a private person, charges will be as applicable to **“Private Visitor”** and not **“ICAR Charges”**.
7. Dependent family members of ICAR/DARE employees – spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the identity card of the ICAR official, she/he is related to. This facility will not be available for Non-ICAR employees, they will be charged as per their actual category, as detailed at point no. 6.
8. VIP guests of the Ministers’ of Agriculture (Union as well as the State) and the Director General, ICAR will be charged as ICAR Official category rates, only when a written request is received from their offices, or else they will be charged as per their actual category, as detailed at point no. 6.
9. Maximum continuous stay in the Guest House would be for a period of 15 days, subject to availability. This can be reviewed on case to case basis by the Deputy Secretary (GAC), ICAR.
10. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least 2 days in advance on the prescribed application format through email.
11. Liquor/ smoking is strictly prohibited in the Guest House rooms/ lobby.
12. Pets are not allowed in the Guest House.
13. Some rooms may be kept reserved with the Caretaker, IGH, for priority allotments.

  
15/10/23